

Department of Human Resources
Social Services Administration
311 W. Saratoga Street
Baltimore, Maryland

DATE: January 10, 2011

Policy #: Adult Services – SSA # 11-01

TO: Local Departments of Social Services Directors

FROM: Carnitra D. White, Executive Director
Social Services Administration

RE: Office of Adult Services Risk Screening Tool - Launch Date:
February 1, 2011

PROGRAM AFFECTED: All Adult Services Programs

ORGINATION OFFICE: Office of Adult Services

ACTION REQUIRED OF: All Adult Services Staff

ACTION DUE DATE: February 1, 2011

CONTACT PERSON: Kathleen Ward

Background:

The Adult Services moratorium established in 2008 was the impetus for the development of a universal Adult Service Risk Screening Tool to be used with all Adult Service referrals coming into local agencies. Prior to the development of a universal tool, each local department utilized their own screening tools for adult referrals. An extensive search for a screening tool was conducted prior to developing the current tool. Adult Service staff researched numerous screening tools utilized by human service agencies throughout the country and reviewed an annotated bibliography of screening instruments, submitted by the University of Maryland. Although many tools were reviewed none precisely met our needs. However, using the DONR (Determination of Need Revised) tool from Illinois as a model, our adult service staff, in cooperation with the University of Maryland, developed the Office of Adult Services Risk Screening Tool. This tool is unique in that it has been developed for our specific needs.

Our first Risk Screening prototype was piloted in June '09. After much local feedback, the tool was paired down and made more user friendly and piloted again in July '09. In April 2010 the Office of Adult Services hosted a Risk Screening Tool Focus Group at which time screeners from across the state came together and used the tool to screen a variety of possible case

scenarios. As a result of that meeting, we developed a finalized version of the universal Adult Service Risk Screening Tool; and established a strong process for determining a range of scores that will assist in prioritizing referrals. A demographic sheet was also developed and is incorporated into the tool. The tool is now ready to launch for use by the local departments.

Action Needed:

On February 1, 2011, the Office of Adult Services will launch the Adult Service Risk Screening tool. This tool must be used to screen all adult referrals coming into the local departments from the community and/or from other agencies. This is a standardized state-wide tool that will replace any local screening forms for adults currently in use at local departments. All screening staff must begin using this tool effective February 1, 2011.

Inquiries:

For additional information please contact Kathleen Ward at 410-767-7422 or at kward2@dhr.state.md.us.